

**Department of
Veterans Affairs**

Memorandum

Date:

From: Deputy Under Secretary for Health for Operations and Management (10N)

Subj: Fiscal Year (FY) 2012 Integrated Ethics Program Achievement: Goals and Reporting Requirements

To: Veterans Integrated Service Network (VISN) Directors (10N1-23)
Facility Directors

Cc: Deputy Under Secretary for Health for Policy and Services (10P)

1. Department of Veterans Affairs (VA) Handbook 1004.06, Integrated Ethics, stipulates procedures and program requirements for Integrated Ethics (IE) in Veterans Health Administration (VHA) facilities and VISNs.
2. In 2012, the National Center for Ethics in Health Care (NCEHC) will collect quarterly information regarding implementation of Integrated Ethics (IE) and achievement of program goals and requirements from each facility and VISN, as has been done in each of the past 5 years.
3. Data will be collected to monitor implementation of Integrated Ethics as required in Handbook 1004.06 and to obtain examples of strong practices in ethics consultation, preventive ethics, ethical leadership, facility IE Council, and VISN IE Advisory Boards. Strong practices will be shared with facilities and VISNs through NCEHC communication mechanisms including conference calls, IE in Action newsletters, the IE SharePoint site, and other NCEHC publications.
4. A document outlining the FY 2012 IE programmatic achievement goals, reporting requirements, and technical specifications is attached. A draft version of this document was shared with the IE VISN Points of Contact (POC) on May 10, 2011, and again on August 12, 2011. Revisions were made based on feedback received.
5. Quarterly, each VISN will report achievement using the questionnaire in the IE Program Reporting site:
(<http://vaww.infoshare.va.gov/sites/IEProgramReporting/default.aspx>). The NCEHC will provide the questionnaire to each IE VISN POC quarterly. Data should be uploaded to the SharePoint site by the following deadlines:

	NCEHC Quarterly Questionnaire Released	VISN Reporting Deadline
Quarter 1	December 14, 2011	January 6, 2012
Quarter 2	March 16, 2012	April 6, 2012
Quarter 3	June 15, 2012	July 6, 2012
Quarter 4	September 14, 2012	October 5, 2012

6. If you have any questions, please do not hesitate to contact Melissa Bottrell, MPH, PhD, Chief, IntegratedEthics at (510) 525-0979, or via email at melissa.bottrell@va.gov.

William Schoenhard, FACHE

Attachment